



Sign Permit Application

City of Brainerd

501 Laurel Street ♦ Brainerd, MN 56401 ♦ 218.828.2307 ♦ 218.828.2316 (fax)
www.ci.brainerd.mn.us

Sign regulations are designed to protect property values, create a more attractive business climate, enhance and protect the physical appearance of the community, prevent and reduce potential traffic hazards caused by distracting and obstructing signs, and to remove safety hazards to pedestrians that may be caused by signs projecting over public right-of-way. No signs, except for normal repair, shall be constructed, remodeled, relocated, or expanded until a sign permit for such sign has been issued. Sign re-facing does not require a sign permit.

Permit fees are based on valuation (total cost of labor and materials) \$35.00 minimum.

SITE ADDRESS			DATE		PROJECT VALUATION	
BUSINESS NAME			CONTRACTOR'S BUSINESS NAME			
BUILDING OWNER'S ADDRESS			CONTRACTOR'S BUSINESS ADDRESS			
CITY	STATE	ZIP	CITY	STATE	ZIP	
BUILDING OWNER'S PHONE NUMBER			BUSINESS PHONE		CONTRACTOR'S CITY LICENSE NO.	
BUILDING OWNER'S EMAIL ADDRESS			CONTRACTOR'S EMAIL ADDRESS			

Existing Sign(s) on Property (use additional pages as needed)

Pylon Wall Mount Description of Sign _____
 Square Footage of Sign _____ Sign is: Staying Being Removed

Monument Canopy/Awning Description of Sign _____
 Square Footage of Sign _____ Sign is: Staying Being Removed

Proposed Sign Information (use additional pages as needed)

Sign #1

Type of Sign: Pylon Sign Monument Sign Other: _____
 Awning/Canopy Wall Mount Specify _____

Sign Faces: Double Faced Single Faced

Pylon Sign: Overall height above grade _____ feet; Height above ground to bottom of sign _____ feet

Wall Sign: Wall area square footage _____; Location on wall – provide wall elevation showing full wall length and height

Freestanding Sign: Height _____; Width _____; Depth _____; Square footage _____

Description of sign _____

Sign #2

Type of Sign: Pylon Sign Monument Sign Other: _____
 Awning/Canopy Wall Mount Specify _____

Sign Faces: Double Faced Single Faced

Pylon Sign: Overall height above grade _____ feet; Height above ground to bottom of sign _____ feet

Wall Sign: Wall area square footage _____; Location on wall – provide wall elevation showing full wall length and height

Freestanding Sign: Height _____; Width _____; Depth _____; Square footage _____

Description of sign _____

CONTINUED ON REVERSE

Sign #3

Type of Sign: Pylon Sign Monument Sign Other: _____
 Awning/Canopy Wall Mount Specify _____

Sign Faces: Double Faced Single Faced

Pylon Sign: Overall height above grade _____ feet; Height above ground to bottom of sign _____ feet

Wall Sign: Wall area square footage _____; Location on wall – provide wall elevation showing full wall length and height

Freestanding Sign: Height _____; Width _____; Depth _____; Square footage _____

Description of sign _____

Other Required Application Submittals

Pylon and Monument Signs:

Monument Sign. Any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and which does not exceed eight (8) feet in height.

Pylon Sign. Any freestanding sign which has its supportive structure(s) anchored in the ground and which has a sign face elevated above ground level by pole(s) or beam(s) and with the area below the sign face open.

- Proposed sign drawing showing the sign(s) size, footing size, and height above grade.
- A scaled site plan reflecting the proposed sign(s) location from property lines, structures, and all other permanent fixtures.
- Engineering drawings as needed.

Wall Mount Signs:

Wall Sign. Any building sign attached parallel to but within two (2) feet of a wall painted on the wall surface of or erected and confined within the limits of an outside wall of any building or structure which is supported by such wall or building and which displays only one (1) sign surface.

- Proposed sign drawing showing the sign(s) size, projection away from wall(s), and mounting method.
- Wall elevation showing full wall length and height, **and all proposed and existing sign work.**
- A computer enhanced photograph illustrating sign size and appearance is helpful; however it does not substitute for a scaled elevation drawing.
- Engineering drawings as needed.

In addition to the building permit, any wall sign and/or free standing sign that will require electricity will need an electrical permit issued by the MN Department of Labor & Industry. Contact them at www.dli.mn.gov or 651-284-5026 for details. You may also reach State Electrical Inspector Mike Wenzel by calling 218-270-2265 between the hours of 7:00 – 8:30 am

Applicant's Signature

(Please print name)

Date

Owner's Name (if different from Applicant)

(Please print name)

Date
